

Section 1.1: General Information

Good nutrition is an essential component necessary for the maintenance of health for participants in adult day care centers. Those responsible for feeding participants in adult day care centers have a great and important responsibility:

- To serve wholesome and attractive meals that meet participant's nutritional needs.
- To make meal time a pleasant and sociable experience.
- To provide nutrition education.

Sharing in this responsibility is the staff of the Child and Adult Care Food Program (CACFP). The CACFP is a United States Department of Agriculture (USDA) program that is administered by the Arizona Department of Education (ADE). The primary goal of the CACFP is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits. Programs participating in the CACFP must serve meals to *all* enrolled participants.

Together, the ADE and adult day care providers can maintain a commitment of high quality care. This compliance manual is designed to give providers instructions on how to operate the CACFP and serve wholesome and attractive meals that meet the nutritional needs of the participants in their care.

The contents of this manual are based on Federal Regulation 7 CFR 226, Food & Nutrition Service Instructions (FNS 796-2 rev.3), and CACFP Policies and other instructions and policies set forth by the United States Department of Agriculture and the Arizona Department of Education. This manual is also intended to be used in conjunction with other CACFP manuals and resources such as, *CACFP Eligibility Guidance Manual for Center-based Programs*, the *CACFP Creditable Foods Guide* and the *CACFP Simplified Buying Guide*.

Section 1.2: Glossary

Administrative Duties/Costs - Necessary, Reasonable, and Allowable CACFP costs incurred by a Sponsor related to the planning, organizing, and managing of CACFP administrative duties. CACFP administrative duties include costs towards "Labor," "Benefits," "Supplies/Equipment," "Rent/Mortgage," "Contracted Services," and "Communications."

Administrative Personnel - Include center Owner, Bookkeeper, Director, or Monitor involved in the planning, organizing, and managing of CACFP administrative duties.

Adult Care Center - Any public or private non-profit organization or any for-profit Title XIX center which is licensed or approved by federal, state, or local authorities to provide nonresidential adult care services to functionally impaired adults or persons 60 years of age or older in a group setting outside their home on a less than 24 hour basis and provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that delivers a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

Adult Participant – A person enrolled in an adult day care center who is functionally impaired or is 60 years of age or older.

Arizona Department of Education (ADE) - The State Agency designated by legislative authority of the State of Arizona and has been approved by the USDA to administer the CACFP.

Child and Adult Care Food Program (CACFP) - A USDA program that provides Federal funds to non-residential child and adult day care facilities, emergency shelters and certain after school care programs to serve nutritious meals and snacks.

Child Nutrition Programs (CNP) - Federally funded programs administered through the USDA. These programs include the CACFP, National School Lunch Program, School Breakfast Program, Summer Food Program, Special Milk Program, and Food Distribution Program.

Civil Rights – The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, or marital or family status (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202-) 720-5964 (voice and TDD), USDA is an equal opportunity provider and employer. The non-discrimination statement must be included on all materials that are provided to the public (menus, brochures, advertisements, websites, etc.).

Claiming Percentage – A method for computing reimbursement. Using this method, daily meal counts do not have to be maintained separately for each income category (Free, Reduced, and Paid). Instead, each month the total number of participants eligible for each category is divided by total enrollment to determine a claiming percentage for that category. The percentage for each category is then multiplied by the total number of each meal served for that month to establish the number of Free, Reduced, and Paid meals to be reimbursed.

Creditable Foods - Foods that meet regulations governing the CACFP in terms of nutrient content, meal pattern requirements, standards of identity, and other foods that may be counted toward meeting the requirements for a reimbursable meal.

Current – Period within the past 12 months prior to the submission of an application to participate in the CACFP.

Current Income - Income received by the entire household during the month prior to completing an income application.

Cycle Menus - Set(s) of menus planned and rotated for at least a minimum of a four-week interval.

Department of Health Services (DHS) - The State Agency designated by legislative authority of the State of Arizona to issue a license upon inspection and approval of an adult care facility and its operations.

Economic Unit - A group of related or unrelated individuals sharing housing and/or all significant income and expenses.

Enrolled Participant - A participant who has submitted a signed document to an adult care center which indicates that the participant is enrolled for adult care.

Fiscal Year - A federal period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

Food and Nutrition Services (FNS) - The division of the USDA that administers the CNP at the federal level.

Food and Nutrition Services Regional Office (FNSRO) - One of the seven USDA regional offices that administers the CNP. Arizona is under the Western Region Office (WRO).

Food Service Vendor/Provider - A company or a public or private school with which a sponsor may contract for preparing and/or delivering meals for use in the CACFP.

Functionally Impaired Adult - Chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capability for

independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitation refers to the severity of impairment, not the number of limited activities, and occurs when the degree of limitation is such as to seriously interfere with the ability to function independently.

Household (Family) - A group of related or unrelated individuals, who are not residents of an institution or boarding house, but who are living as one economic unit as defined under the definition of "economic unit".

Income Application (affidavit) – A form completed by each household for a participant enrolled in an adult care center to determine eligibility for participation in the CACFP.

Income Guidelines - Family size and income standards prescribed annually by the USDA based on the federal poverty guidelines of income at or below 130% for Free, income above 130% but, at or below 185% for Reduced, and income above 185% for Paid.

Income to the program - Any funds used in an institution's food service, including, but not limited to: all monies received from Federal, State, intermediate or local government sources; payment for participant's meals and food service fees; income from any food sales to adults; and other income, including grants or cash donations from individuals or organizations.

Independent Center - A center which enters into an agreement with the State Agency to assume final administrative and financial responsibility for the CACFP operations.

Institution - A sponsoring organization, child care center, preschool, outside-school-hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for the CACFP operations.

Internal Revenue Service (IRS) - The Federal agency that grants non-profit, tax-exempt status to sponsoring organizations.

Meal Count Summary – A CACFP record the Sponsor uses to record the accumulative total of meal counts taken from the Point of Service Meal Count Sheet.

Meals - Food which is served to enrolled participants in adult care centers for breakfast, lunch, supper, and snacks which meets the nutritional requirements as established by the CACFP and are claimed for reimbursement.

Medicaid Participant - An adult participant who receives assistance under Title XIX of the Social Security Act, the Grant to States for Medical Assistance Programs - Medicaid.

Milk - Pasteurized fluid types of unflavored or flavored milk, low-fat milk, skim milk, or cultured buttermilk which meets State and Local standards for such milk. All milk should contain vitamins A

and D at levels specified by the Food and Drug Administration (FDA) and be consistent with State and Local standards for such milk.

Non-pricing Program – A meal service program in which there is no separate identifiable charge made for meals served to enrolled participants.

Nonprofit Food Service - All food service operations conducted by the institution wherein all CACFP reimbursement funds are used solely for the operation or improvement of such food service.

Nonresidential - Enrolled participants are not maintained in care for more than 24 hours on a regular basis.

Operational Duties/Costs - Necessary, Reasonable, and Allowable CACFP costs incurred by a Sponsor related to the preparation and serving of meals to adults enrolled in the CACFP. Operational duties include costs toward "Labor," "Benefits," "Food," "Supplies/Equipment," "Rent/Mortgage," "Contracted Services," and "Utilities."

Operational Personnel - Include staff and cooks involved in the preparation and serving of meals to participants enrolled in the CACFP.

Permanent Agreement - A signed agreement between an adult care institution and the State Agency for the purpose of operating the CACFP in compliance with the regulations governing the CNP. This document provides ADE a list of all authorized signers.

Point of Service Meal Count – The Point of Service Meal Count verifies the participant's attendance to participate in the consumption of a meal or snack. As participants begin to eat their meal or snack it's at this very point of their consumption the Point of Service Meal Count is recorded by staff on the Point of Service Meal Count Sheet. The Point of Service Meal Count is not to be documented after the meal or snack is consumed or at the end of the day.

Point of Service Meal Count Sheet – Documents the "Point of Service Meal Counts" by verifying the participant's attendance to participate in the consumption of a meal or snack.

Pricing Program – A meal service program in which a separate identifiable charge is made for meals served to enrolled participants.

Program - The CACFP authorized by Section 17 of the National School Lunch Act.

Program Year - A federal year as defined under the definition of "fiscal year". The CACFP fiscal year is October 1 – September 31.

Proprietary Title XIX (Medicaid/AHCCCS/ALTCS) center - Any private, for-profit center providing: (a) nonresidential adult day care services for which it receives compensation from amounts granted to the states under Title XIX of the Social Security Act, and (b) in which Title XIX beneficiaries were not less than 25 percent of enrolled eligible participants in the calendar month

preceding initial application or annual reapplication for Program participation.

Reimbursement - Federal financial assistance paid to institutions for creditable meals or snacks served to enrolled participants.

Seriously Deficient — The status of an organization that has been determined to be noncompliant in one or more aspects of its operation of the CACFP.

Serving It Safe – A course offered by ADE that meets the requirement for a full time Certified Food Safety Manager for counties who require this certification. This course is 10 hours in length, including a two-hour exam.

Site – Is the physical location of the Public or Private Organization responsible for the administration of the Child and Adult Care Food Program as defined under the definition of “Sponsoring Organization”.

Specialist of the Day – A CACFP specialist that has been assigned a specific day of the month to receive incoming calls to assist Sponsors.

Sponsor - A sponsoring organization or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Sponsoring Organization (SO) - A public or nonprofit private organization which is entirely responsible for the administration of the food program in: (a) one or more day care homes, (b) a child care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization, (c) two or more child care centers, outside-school-hours centers, or adult day care centers, or (d) any combination of child care centers, day care homes, outside-school-hours care centers, and adult day care centers. The term “Sponsoring Organization” also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more care centers and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization, and which are for-profit Title XIX centers.

SSI participant - An adult participant who receives assistance under Title XVI of the Social Security Act, the Supplemental Security Income (SSI) for the Aged, Blind and Disabled Program.

State Agency (SA) - The agency designated by the legislative authority of the U.S. Department of Agriculture to administer the CACFP.

Time Distribution Report – A form used to document the amount of time spent performing Food Service and Non-Food Services tasks for each day of the month. This information is used to establish the portion of costs that may be claimed as Food Service labor.

United States Department of Agriculture (USDA) - The Federal agency responsible for the administration of the Child Nutrition Programs.

Section 1.3: Administration

At the national level, the USDA administers the CACFP. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the Program. The national office is also responsible for oversight of the Program and providing guidance to ensure delivery of Program benefits to eligible participants.

The Arizona Department of Education is the State Agency that administers the CACFP in Arizona. The office is located at:

PHYSICAL ADDRESS

**Arizona Department of Education
Academic Achievement Division/Health & Nutrition Services
2005 North Central Avenue
3rd Floor
Phoenix, AZ 85004
TEL: (602) 542-8700
FAX: (602) 542-3818 or (602) 542-1531**

MAILING ADDRESS

**Arizona Department of Education
Health & Nutrition Services, Bin # 7
1535 West Jefferson Street
Phoenix, AZ 85007**

CACFP ARIZONA WEBSITE

www.ade.az.gov/health-safety/cnp/cacfp

OTHER HELPFUL WEBSITES

Training Registration: www.ade.az.gov/onlineregistration
Code of Federal Regulations (search for 7 CFR 226): www.gpoaccess.gov/cfr/index.html
FNS Instructions (796-2 rev.3): www.fns.usda.gov/cnd/care/Management/796-2.htm

CHILD NUTRITION PROGRAM'S SUPPORTING UNITS

Business & Financial Services:
Accounting Unit / Financial & Claims Unit
(602) 542-4277 (602) 542-8714

Section 1.4: Administrative Assistance

The following assistance can be expected with participation in the CACFP:

- Training on program compliance and requirements, application procedures, food program administration procedures and nutrition education.
- Monitoring of adult care centers to ensure that the food program is administered in accordance with Program regulations and requirements.
- Technical assistance and consultation.
- Information on audit and administrative review requirements.
- Timely application processing.
- Reimbursement for eligible meals.
- Forms, publications and guidelines to assist with Program operations.
- Procedures for adult care centers to appeal decisions affecting participation or reimbursement.
- Procedures to ensure that adult care centers do not discriminate on the basis of national origin, race, color, gender, age, disability (not all prohibited bases apply to all programs).
- Distribution of CACFP guidance and resource materials.